

NAVFACINST 1700.1  
FAC OOE  
19 MAY 1997

NAVFAC INSTRUCTION 1700.1

From: Commander, Naval Facilities Engineering Command

Subj: SAILOR OF THE YEAR PROGRAM

Ref: (a) OPNAVINST 1700.10K

Encl: (1) Sample Nomination Format

1. Purpose. To implement the Shore Sailor of the Year Program (SOY) and to provide guidelines and eligibility criteria and nomination procedures.

2. Discussion. This program is designed to recognize a deserving Sailor for outstanding achievement, performance of duty, leadership, special accomplishments, and overall contributions to command efficiency, morale, and welfare. The selectee will then be forwarded as Naval Facilities Engineering Command's (NAVFACENGCOMHQ) nominee for the Chief of Naval Operations (CNO) Sailor of the Year competition.

3. Eligibility. This program is applicable to active-duty personnel in pay grades E-6 and below including frocked personnel but excluding personnel selected for advancement to E7. Training and Administration of Reserve (TAR) members are also eligible.

4. Action. The Sailor of the Year competition will be conducted during the month of March, covering the preceding calendar year (1 January to 31 December). All nominating commands should ensure nominations are in the format specified in enclosure (1). Packages received that are not in the correct format will not be considered.

a. Nominations shall be submitted to NAVFACENGCOMHQ on or before **1 February** to be considered.

b. Each nomination package will contain a signed OPNAV 1650/3 (Personal Award Recommendation) for a Navy and Marine Corps Commendation Medal and citation written to specifically cover the calendar year of competition, and will indicate "SAILOR OF THE YEAR PROGRAM" at the top of the form. Do not use highlighting, double-spacing, bold or special print fonts. Also, enclose a disk containing the nominee package in Microsoft Word, 4.0 or higher.

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c. Commands desiring to nominate an individual who was transferred from that command during the selection year may nominate him or her for SOY, regardless of the type duty the candidate may be serving in at the time of nomination.

d. Code OOE will establish a board to select the Naval Facilities Engineering Command's Sailor of the Year. The board will convene in February and the name of the individual selected will be announced via message.

5. Awards. In addition to any command recognition which may be provided, the Sailor of the Year will also receive the following recognition:

a. A Navy Commendation Medal, from NAVFACENGCOMHQ if not selected as the CNO Sailor of the Year;

b. Appropriate service record entries;

c. Appropriate news releases; and

d. Other recognition as appropriate.

6. Coordination. Nominations shall be submitted to Commander, Naval Facilities Engineering Command, FAC OOE, 200 Stovall Street, Alexandria, Virginia 22332-2300; telephone: DSN 221-8557/Comm 703/325-8557.

B. D. NEAL  
Director of Seabee Support and  
Military Manpower

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NAVFAC Internal List I

1700  
Orig Code

From:  
To: Director Navy Staff NSA SOY Program Coordinator, Command  
Master chief NO9BW, 4C549, 2000 Navy Pentagon,  
Washington, DC 20350-2000

Via: Commander, Naval Facilities Engineering Command

Subj: VICE CHIEF OF NAVAL OPERATION (NAVAL SHORE ACTIVITIES)  
\_\_\_\_\_ SAILOR OF THE YEAR (SOY) PROGRAM

Ref: (a) OPNAVNOTE 1700 Ser NO9BW/\_\_\_\_\_

Encl: (1) Information to support nomination (Include copies of  
last three performance evaluations, page 4's covering  
last 3 years; letters of appreciation or commendation  
received during this period).  
(2) Biography (narrative format, starting with date and  
place of birth, civilian schooling, military service,  
current assignment, Personal awards and medals,  
immediate family members, etc.) Limit one type  
written page single spaced.  
(3) Personal Award Recommendation (OPNAV 1650/3) for Navy  
Commendation Medal  
(4) Two 5x7 color glossy photographs (one - front and  
side view, one - full length), plain background,  
Service Dress Blue uniform, uncovered

1. Per reference (a) \_\_\_\_\_ is nominated for \_\_\_\_\_ Naval  
Shore Activities Sailor of the Year.

2. Full name, address, and complete telephone number (work and  
home) of nominating command and service member.

Enclosure (1)

Subj: VICE CHIEF OF NAVAL OPERATION (NAVAL SHORE ACTIVITIES)  
\_\_\_\_\_ SAILOR OF THE YEAR (SOY) PROGRAM

- a. Name (L/F/MI):
  - b. Rate: SSN:
  - c. Present Duty Station:
  - d. Address: (W) (H)
  - e. Telephone: (W) (H)
  - f. Facsimile: (W) (H)
3. The following additional information is provided:
- a. Date of Birth (YYMMDD):
  - b. Active Duty Service Date (ADSD):
  - c. Advancement history (give dates):
    - (1) E-4:
    - (2) E-5:
    - (3) E-6:
  - d. Currently selected for advancement (if yes, date to be advanced).
  - e. Family members (list names, age and dates of birth).
  - f. If selected as Sailor of the Month/Quarter/Year, give date(s) and command(s).
  - g. Brief synopsis of significant professional achievements that justify selection.
  - h. Personal awards.
  - I. Nominee's off-duty community involvement.
  - j. List educational background:

Subj: VICE CHIEF OF NAVAL OPERATION (NAVAL SHORE ACTIVITIES)  
\_\_\_\_\_ SAILOR OF THE YEAR (SOY) PROGRAM

(1) Years of formal civilian schooling completed;  
include degree if attained.

(2) Navy "A, B or C" schools completed.

(3) Other self-study educational achievements attained while on active duty (include correspondence courses, extension courses, United States Armed Forces Institute (USAFI) courses, Defense Activity for Non-Traditional Education Support (DANTES) course, and PACE I and/or II. Exclude training courses required for advancement).

4. Commanding Officer remarks:

(Signature)  
(No by direction)